



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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Board of Supervisors  
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Third District

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Fifth District

August 15, 2014

To: Audit Committee

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

### BOARD POLICY REVISION – POLICY 3.050: IDENTIFICATION CARDS

This is to recommend, for your consideration, an amendment to reconcile differences between the policy and the current practices of the issuing entities of the identification cards now recognized by the County. Two of the three recognized consular identification cards do not include height and weight guidelines. According to the issuing consulates, this is because the card only includes security-based, verifiable information. The height and weight information is retained as part of the original application. Therefore, we recommend that the section referenced in Board Policy 3.050 be amended by striking out the words "height and weight" in section 2) a).

If you have any questions regarding this memorandum, please contact Lourdes Saab at (213) 974-1307 or [lsaab@ceo.lacounty.gov](mailto:lsaab@ceo.lacounty.gov).

WTF:RA:LS  
GW:ed

#### Attachments

c: Executive Officer, Board of Supervisors

*"To Enrich Lives Through Effective And Caring Service"*

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# *Los Angeles County* **BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
<b>3.050</b>	<b>Identification Cards</b>	<b>06/11/02</b>

## **PURPOSE**

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Establishes a County policy to accept foreign consulate identifications cards as valid photo identification for County services/programs.

## **REFERENCE**

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June 11, 2002 Board Order, [Synopsis 90](#)

January 14, 2003 Board Order, [Synopsis 56](#)

February 8, 2005 [Board Order 14](#)

## **POLICY**

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- 1) When members of the public are required to provide identification, County departments are authorized to accept as valid identification a photo identification card issued by the Consulate of Mexico known as the Matricula Consular Identification Card.
- 2) The Chief Executive Officer is delegated the authority to approve acceptance of other foreign consulate identification cards after notifying the Board of Supervisors, if the card meets the following requirements:
  - a) The card includes on its face a photograph of the person, the person's date of birth, ~~height and weight~~, and current address;
  - b) The applicant was required to provide reliable identifying information in order to obtain the card; such as a passport, birth certificate, or other document acceptable to the CEO; and
  - c) The card has features reasonably designed to protect against fraud and counterfeit reproduction.

- 3) Consistent with No. 2 above, as of March 2009, the CEO has approved acceptance of identification cards from the consulates of Argentina and the Republic of Korea.
- 4) The CEO will notify the Board of all applications of foreign consulate identification cards deemed as satisfying requirements of this Policy, and provide Board members with adequate time to place the matter on a Board Agenda if so desired.
- 5) The CEO will compile and make readily available to County departments a list of the identification cards that meet the requirements established by this Policy.
- 6) In December of each year, the CEO shall provide the Board with an annual review of the use of consulate cards by departments, including training provided and information on any operational issues. The initial annual review shall address the issue of the appropriateness and feasibility of conducting background checks and/or obtaining fingerprints along with the issuance of consulate cards.
- 7) The CEO may deny acceptance of previously authorized or proposed consulate cards otherwise meeting requirements based on security considerations.
- 8) A County accepted foreign consulate identification card is to be used for identification purposes only and shall not be accepted as proof of legal residency.
- 9) The Policy to accept foreign consulate cards does not apply under circumstances where (1) a Federal or State statute, administrative regulation or directive, or court decision requires that County departments request different identification, (2) a Federal or State statute or administrative regulation or directive pre-empts local regulation of identification requirements, or (3) the County would be unable to comply with a condition imposed by funding source, which would cause the County to lose funds from that source.
- 10) No County department is required to accept a foreign consulate identification card if it has reasonable grounds for determining that the identification card provided by an individual is counterfeit, altered, improperly issued to the cardholder, or otherwise not accurate identification. At the direction of the CEO the office of Protocol will work with the consulate of Mexico, Argentina and the Republic of Korea to establish a formal process by which a department may authenticate any questionable identification cards submitted during workday, weekend, or after hours.

#### **RESPONSIBLE DEPARTMENT**

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The Chief Executive Office

#### **DATE ISSUED/SUNSET DATE**

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**Issue Date: June 11, 2002**

**Sunset Review Date: January 14, 2003**

**Reissue Date: January 14, 2003**  
**Reissue Date: February 8, 2005**  
**Review Date: April 16, 2009**  
**Review Date: February 28, 2013**

**Sunset Review Date: February 8, 2005**  
**Sunset Review Date: February 8, 2009**  
**Sunset Review Date: March 31, 2013**  
**Sunset Review Date: March 31, 2017**